

Matt Blunt
Governor



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Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: October 1, 2007
RE: SAM II Journal Voucher (JV) Cutoff Dates

This is a friendly reminder for agencies to send correcting Journal Voucher documents and supporting documentation to OA/Accounting. The JVs must have all agency approvals applied prior to e-mailing the request and supporting documentation to OASAMIICentralAcct@oa.mo.gov by 5:00 p.m. on the dates indicated below:

- The last working day of October for corrections relating to documents processed July – September
- The last working day of January for corrections relating to documents processed October – December
- The last working day of April for corrections relating to documents processed January – March
- Mid June for corrections relating to documents processed April – May
- Mid July for corrections relating to documents processed in June.

If you have any questions, please contact our office at (573) 751-2971.